



Natural Resources Conservation Service
One Credit Union Place, Suite 340
Harrisburg, PA 17110-2993
Phone No. 717-237-2100

February 20, 2007

PENNSYLVANIA BULLETIN NO. PA250-7-2

SUBJECT: FNM – Use and Management of Government Travel Charge Cards

Purpose: To remind employees who are issued a government travel charge card, the policy set forth under the “USDA Zero Tolerance Policy”, “Standards of Ethical Conduct” and “Basic Obligations of Public Service” and the process taken when employee do not adhere to these rules.

The NRCS is committed to ensuring compliance with the Government Travel Card Regulation. The underlying objective of the “USDA’s Zero Tolerance Policy” is to eliminate misuse and abuse in the Government Travel Card program and to avoid imposing disciplinary procedures on any NRCS employee. Each cardholder must adhere to the policy they signed when they received their travel card (see attached). This policy strictly prohibits the following uses of the travel card:

1. Unauthorized charges and charges not associated with official travel,
2. Charges while not in an official travel status,
3. Shared use of the government travel charge card with another employee for official travel purposes,
4. Account delinquency beyond a 30-day period,
5. Failure to use the government travel charge card while on travel,
6. Failure to pay accounts with sufficient funds,
7. Failure to use government voucher reimbursements to repay travel expenses; and
8. Excessive ATM cash withdrawals not commensurate with official travel.

Misuse or abuse may result in disciplinary action against employees. Employees assume the responsibility to use the card for official purposes and pay their charges in a timely manner. Cardholders are personally responsible for all items billed to the card, unless the card was lost or stolen.

Employees are not relieved of their obligation to pay the charge card bill in those rare instances when the Agency has not reimbursed the traveler within the 30-days after receipt of a timely submitted voucher.

Attached is an example disciplinary letter that will be given to an employee that violates any of the items listed above. Monthly Bank of America reports are provided to the State Administrative Officer who will ensure that NRCS continues to appropriately and timely address travel card delinquencies and misuse to remain in compliance with the USDA Government Travel Card Regulation.

Employees with delinquent Government Travel Charge Card accounts will be subject to disciplinary action. Bank of America offers a free online bill payment process to employees. MyEasyPayment.com allows an employee to access and make a payment to their card and payments are applied within two to three calendar days.

Proper use of the card preserves the reputation of NRCS, the Department, and its employees, to achieve its mission and goals with integrity.

Any questions pertaining to this bulletin can be directed to Anne Anderson, State Administrative Officer at 717-237-2143.

/s/

CRAIG R. DERICKSON
State Conservationist

DIST: AE

Attachments: DR2300-001 (includes: USDA Zero Tolerance Policy, Employee Standards of Conduct, Example Disciplinary Memo for Misuse or Abuse, Example Disciplinary Memo for Delinquent Account)